CALIFORNIA CASE MANAGEMENT SYSTEM CERTIFICATION (2002)
CIVIL SCRIPT

#	Case Event	Task(s)	Expected Outcome		Function
1	**CASE INITIATION** 06/04/01 Limited Civil complaint filed on 06/04/01. Breach of contract is filed at the South Branch and assigned to Judge Adams in Department 03	Initiate a new case with minimal information. Enter the following:	Display case record with minimal information entered	1.2.8	A. Allow cases to be initiated with minimal information and updated later.
		Case jurisdiction: Limited	Display jurisdiction	1.2.1	Track jurisdiction
		Filing date: 06/04/01	Display date of filing.	1.3.7	Track date of filing.
		Case name: Jim Wood Jr. et al vs. Jill Robinson et al			
		Case Type: Breach of contract of $10,000			
		Court Location: Marin South Branch	Display geographic location	1.2.2	Track geographic location information.
		Courtroom: Department 03 Assigned to: Judge Emily Rose Adams	Display courtroom and judge information.	1.2.5	A. Enable assignment of a case to a: a. Judge; b. Courtroom; c. Judge and courtroom.
		Generate/enter case number	Display generated case number.	1.2.3	A. Generate/enter a case number according to an administrator-definable format.

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		System automatically schedules the first appearance to within 60 days from the date of filing, 08/03/01.	Display scheduled date.	1.2.6	A. Automatically schedule the first court event or confirm requested date avoiding weekend or holiday conflicts.
	Collect and process fee of $188.00 from Jim Wood for himself. He paid $100 by check and $88 in cash.	Calculate fees for Jim Wood in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850.	Display fees.	1.4.2	Calculate, in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees.
		Distribute fees for Jim Wood in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850.	Display distributed fee amounts across fund accounts.	1.4.3	Distribute across fund accounts in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees.
		Enter payment methods	Display payment methods.	1.4.11	Record any payment method and multiple payment types for each transaction, including cash, check, credit/debit/ATM card, and advance deposit.

#	Case Event	Task(s)	Expected Outcome		Function
		Generate a receipt with Unique receipt ID number; Case number; Amount collected; Date; and Court location of payment information; Balance/Change due to payee; Payment type.	Display receipt with Unique receipt ID number; Case number; Amount collected; Date; and Court location of payment Balance/Change due to payee; Payment type.	1.4.13	Generate a receipt showing: A. Unique receipt ID number; B. Case number, if applicable; C. Court location (of payment) D. Date; E. Amount collected; F. Balance/Change due to payee; G. Payment type.
		Retrieve information of those parties whose fees have been paid.	Display parties whose fees have been paid.	1.4.8	Track parties whose fees have been: A. Paid.
2	**UPDATING CASES** 06/04/01 Operator is about to perform another task and gets a warning of incomplete cases.	Generate warning and list of incomplete cases.	Display warning and list of incomplete cases.	1.2.10	A. Warn when cases are incomplete. B. Track incomplete cases.
	Operator updates case information.	Update case information Enter the following: Plaintiff 1: Jim Wood Jr. Address: 8956 Civic Lane, San Rafael, CA 94903 Phone: (415) 564-8942 FAX: (415) 894-2648 Email: JWood@pacbell.com Plaintiff 2: Pat L. Wald Address: 5648 G Street San Rafael, CA 94903	Display updated case information Display first, last and middle names, and suffixes. Display hyphenated names, aliases, DBAs, propers and corporate names.	2.3.1	A. Provide discrete fields for: a. First name; b. Last name; c. Middle name; d. Suffix (i.e., Sr., Jr., III). B. Enable data entry of: a. Hyphenated names; b. Aliases (AKAs); c. Doing business as (DBAs); d. Pro pers; e. Corporate names.

#	Case Event	Task(s)	Expected Outcome		Function
		Phone: (415) 894-8942 FAX: (415) 894-8917 Email: PWald@pacbell.com Plaintiff 3: Debbie J. Ruhl, DBA Ruhl Associates Inc. 1st Address: 77 Marin Drive San Rafael, CA 94903 Phone: (415) 479-3216 FAX: (415) 479-7826 Email: druhl@ruhlinc.com 2nd Address: 431 Highland Court, San Rafael, CA 94903 Phone: (415) 486-3656 FAX: (415) 486-3626 Email: Druhl@pacbell.com Defendant 1: Jill Robinson Address: 8956 Paseo Lane, San Rafael, CA 94903 Phone: (415) 499-8942 FAX: (415) 499-2648 Email: JRobinson@pacbell.com Defendant 2: City of San Rafael Bus Address: 3501 Gov Drive, San Rafael, CA 94903 Phone: (415) 507-8942 FAX: (415) 507-2648 Email: Defendant 3: Donny Church Address: 77 Golden Lane San Rafael, CA 94903	Display multiple addresses.	2.3.3	Enable data entry of multiple addresses for a party.

#	Case Event	Task(s)	Expected Outcome		Function
		Phone: (415) 714-8942 FAX: (415) 714-2648 Email: DChurch@pacbell.com Defendant 4: Betty Allen-Jones Address: 564 Blackstone Drive, San Rafael, CA 94903 Phone: (415) 507-1234 FAX: (415) 507-9874 Email: BAllen@pacbell.com Defendant 5: Dr. Alex Sullivan AKA: Alex Reilly Address: 54 Lucas Valley Lane, San Rafael, CA 94903 Phone: (415) 472-1942 FAX: (415) 472-2648 Email: Alex@pacbell.com			
	Operator sets case for Track 1, which is a 12-month process with 60-day milestones.	Set the case for Track 1.	Display the differential case management functionality. Display tracks, milestone dates.	2.2.1	Include an integrated differential case management (DCM) functionality, which is integral (not an add-on or third party component) to the application design. The DCM should: A. Support multiple sets of administrator-defined tracks, B. Determine milestone dates as cases are assigned to tracks.
		Enter party status: Active	Display party status.	2.3.8	Track party status.

#	Case Event	Task(s)	Expected Outcome		Function
3	**ATTORNEY INFORMATION** 06/04/01 Operator updates attorney information for the case.	Enter attorney information, select attorney record using State Bar number and or last name. Associate attorneys to the respective plaintiffs and case record.	Display attorney information.	2.4.1	Enable entry of attorney information in discrete fields for: A. First name; B. Last name; C. Middle name; D. Suffix; E. State Bar number; F. Unique identifier. Note: E and F could be the same
		Plaintiff 1: Pro per Plaintiff 2: New attorneys 1st Attorney: Trisha Young, Young Associates Inc. State Bar #: 543217 1st Address: 3500 Lake Drive, San Francisco, CA 94104 Phone: (415) 895-2222 FAX: (415) 895-6666 tyoung@att.net	Display attorney information using State Bar Association number, Unique identifier, Firm's name, Last name. Display attorney association to the case.	2.4.2	A. Allow for accessibility of the attorney record using: a. State Bar Association number; b. Unique identifier; c. Name of Firm; d. Last Name. B. Allow an operator to use the identifier or last name to select and associate an existing attorney record to a case rather than reentering attorney information for each case.

#	Case Event	Task(s)	Expected Outcome		Function
		2nd Address: 3456 CC Drive, San Rafael, CA 94903 Phone: (415) 472-5689 FAX: (415) 472-2356 tyoung@aol.com	Display multiple addresses, telephone numbers, fax numbers, and email addresses.	2.4.3	Allow for the data entry of multiple[1]: A. Addresses; B. Telephone numbers; C. Fax numbers; D. E-mail addresses.
		2nd Attorney: Sam Crump State Bar #: 666888 Plaintiff 3: Existing attorney Name: John Jones State Bar #: 987654 Defendant1: Brenda Johnson State Bar #: 2387671 Defendant2: Brandon Thompson, City Attorney State Bar #: 888353 Defendant3: Defendant4: Defendant5:	Display multiple attorneys' information.	2.3.4	Enable data entry of multiple attorneys for a party.
4	**JUDGE RECUSAL & RESCHEDULING** 06/07/01 Apparently Judge Adams is related Defendant Jill Robinson, thereby creating a conflict of interest in the case. Judge Adams recuses herself from the case.	Enter recusal and reason for recusal for Judge Emily Rose Adams.	Display judicial officer's recusal and reason for recusal.	4.1.5	A. Track a judicial officer's recusal in a case and reason for recusal.

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[1] For the purposes of evaluation, multiple means more than one.

#	Case Event	Task(s)	Expected Outcome		Function
	Schedule case to Judge Steven Barr in Department 02 for 08/06/01.	Retrieve resource information for Judge Steven Barr and Department 02, and preset limit information.	Display scheduled judge, courtroom and preset limits information.	4.1.1	A. Allow scheduling of hearings based on: a. Resource availability of: 1. Judge; 2. Courtroom; 3. Judge and Courtroom.
	Department 02 has a 6 case limit. Operator overrides preset limit and schedules case in Department 02.	Retrieve scheduling information. Override preset limit and schedule case.	Display warning of over scheduling.		b. Preset limits. B. Warn of over scheduling. C. Allow an operator with the appropriate security level to manually override preset limits.
	Operator generates a notice to all parties with instructions and directions to the courthouse, including milestone dates relevant to the case.	Generate a notice with instructions and milestone dates relevant to the case.	Display notice.	1.2.7	Generate a notice with instructions and milestone dates relevant to the case.
	Operator sets 08/06/01 as the hearing date. Gets tickler that the case will be outside the DCM window, i.e., miss Track 1 deadline of 60 days (08/06/01 is the 62nd day.)	Enter hearing date.	Display tickler.	2.2.3	Provide a tickler mechanism.
	Operator reschedules hearing for 08/03/01, the 59th day under Track 1.	Enter rescheduled hearing date information.	Display rescheduled hearing information.	4.1.2	A. Allow rescheduling (same judge, different date) of one or more hearings from a calendar to one or more other calendars.
	Reassign case to Judge Steven Barr.	Retrieve Judge Barr's information and reassign case.	Display reassignment information.		B. Allow reassignment (different judge, same or different date) of one or more hearings from a calendar to one or more other calendars.

#	Case Event	Task(s)	Expected Outcome		Function
5	**ERRONEOUS CASE NUMBER** 06/08/01				
	Operator entered an old case number from a case file (paper) for the Jim Wood Jr. et al vs. Jill Robinson et al case, which is different from the case number generated in case event The system either does not recognize the number or warns that the case number already exists. Operator does not have authority to correct the number.	Enter the erroneous number for the case.	Display the erroneous case number. Display the warning.	1.2.4	A. Include a mechanism for correcting erroneously assigned case numbers with a warning to prevent errors and duplicate case numbers.
	Supervisor overrides the warning so that the paper file information can be transferred, either by entering the paper case number or by creating another case record, which is not a duplicate.	Enter/generate the correct case number, by reversing the override error.	Display corrected case number.		
		Generate audit trail of case number overrides.	Display audit trail of case number overrides.		B. Maintain an audit trail on case number overrides.
	Proof of Personal Service is filed on 06/05/01 for all defendants.	Enter proof of service with service date of 06/05/01	Display the association to multiple parties with the filing of a single document.	1.3.2	Associate the filing of a single document to multiple parties

#	Case Event	Task(s)	Expected Outcome		Function
6	**MULTIPLE ROLES & TRANSACTION DATES** 06/11/01				
	Answer and cross-complaint of Jill Robinson filed by attorney Fanny May on 06/08/01.	Enter party information: Jose Jones: Cross-Defendant Jill Robinson: Cross-Complainant	Display tracking of multiple cross complaints.	2.1.1	Track multiple cross complaints involving existing and newly named parties.
	Operator retrieves roles/relationship information for Jill Robinson.	Retrieve roles or relationships for Jill Robinson.	Display the multiple roles in the case.	2.3.5	Allow multiple roles or relationships to be defined and assigned to a case and to a party.
	Operator retrieves Jill Robinson's existing party record and links the record with the Jose Jones case. Operator enters past effective date (back date) as 06/VIII/01.	Retrieve party information for Jill Robinson and Jose Jones	Display the existing party record and then display the party record information for a different role/relationship.	2.3.2	Allow an operator to identify and link an existing party record rather than re-entering party information for each case or complaint.
	Operator does not have appropriate security level to enter past or future effective dates.	Enter answer and cross-complaint information backdated to 06/VIII/01.	Display transaction date.	2.1.2	A. Validate transaction date.
		Enter the valid past effective date.	Display current entry date, past effective date.		B. Allow an operator with the appropriate security level to enter transactions with current entry date, past effective date, or future effective date.

#	Case Event	Task(s)	Expected Outcome		Function
	Supervisor has the appropriate security level and is able to enter the valid date as 06/08/01	Retrieve audit trail information with case number, document name, document filing date, and operator's transaction entry date.	Display the audit trail.	2.1.2	C. Maintain an audit trail of operator transaction date entries.
7	**GOVT. FILING** 06/12/01 City of San Rafael files an answer	Enter answer for City of San Rafael and retrieve unpaid filing fees information.	Display government agency's unpaid fees	1.4.10	Provide the ability to identify unpaid fees for government filings
8	**FEE WAIVER** 06/13/01 Fee waiver application filed for Donny Church with answer	Enter the application information.	Display fee waiver requests for all parties.	1.3.5	Record fee waiver requests.
	Full fee waiver granted.	Enter the order information.	Display the fee waiver for each filing and the associated party.	1.3.6	Track full or partial fee waivers for each filing of each associated party
			Display parties whose fees have been waived.	1.4.8	Track parties whose fees have been: B. Waived.

#	Case Event	Task(s)	Expected Outcome		Function
9	**UNTIMELY FILING** 07/03/01 Plaintiff files request for defaults for defendants Betty Allen and Dr. Alex Sullivan. Operator receives warning because the filing is too early (within 30 days). 07/09/01 Plaintiff files default again and it is accepted. 7/11/01 Defendant Betty Allen files an answer. Operator receives warning because answer is too late.	Enter the defaults and answer.	Display warning of untimely filing.	1.3.8	Identify and warn when a document is not filed timely.
10	**FILE LOCATION** 09/02/01 Pretrial conference. Clerk requests file for department 01. File is located at the counter, near Terminal 15 with Mark Anderson.	Retrieve file location and possession information.	Display file location and possession information.	6.1.1	Track case file: A. Location; B. Possession (name of person who has it).

#	Case Event	Task(s)	Expected Outcome		Function
11	**SCHEDULING** 09/02/01				
	Pre-trial conference. Operator schedules 5-day jury trial for 10/09/01 assigned to Judge Adams. Assign trial to Judge James Smith on 10/09/01.	Enter scheduled date for 10/09/01 with assignment to Judge Adams.	Display scheduled date.	1.2.6	A. Automatically schedule the first court event or confirm requested date avoiding holidays or weekends.
		Retrieve Judge Smith's information and reassign trial.	Display unavailability of recused judicial officer.	4.1.5	B. Warn operator when an attempt is made to subsequently calendar that case for the same recused judicial officer.
	But, plaintiff requests jury trial starting on Saturday, 10/06/01. Operator has appropriate security level and is able to override the 10/09/01 date and schedule for 10/06/01 date.	Enter duration information for the jury trial	Display calendar with duration.	4.1.4	A. Allow for the data entry of a user-defined duration for a scheduled event. B. Allow for the display of the user-defined duration on calendars.
		Override scheduled date and set trial for 10/06/01	Display override capability and date. Display scheduled date and warning of weekend conflict.	1.2.6	B. Allow an operator with the appropriate security level to manually override scheduled dates. C. Warn of holiday and weekend conflicts.
		Enter plaintiff information as the party requesting jury trial.	Display party requesting jury trial.	4.1.7	Track party requesting jury trial.

#	Case Event	Task(s)	Expected Outcome		Function
	Operator collects from plaintiff's attorney Trisha Young of Young and Associates Inc., jury ($150) and reporter ($260) fee deposit of $410.	Enter jury and reporter fee deposit information.	Display jury and reporter fee deposit information.	1.4.1	A. Track attorneys' fee (Clerk's Judgment), jury, reporter, electronic recording, witness.
12	**REPRINTS & ADD-ONS** 09/06/01 (Please note that this event has no relationship to the case that was initiated earlier.) Respondent James Johnson appears at the counter expecting his case to be heard in Department 15. Operator looks at calendar and sees that case is not on calendar. Operator checks with supervisor and determines that the case should have been scheduled on calendar and adds it on.	Retrieve calendar information for 09/06/01 (without Respondent Johnson's case on calendar) Enter Respondent Johnson's case on calendar.	Display calendar. Display related section of the calendar with add-on.	4.3.2	Allow operator to: A. Reprint selected portions of a calendar. B. Print add-ons without reprinting the entire calendar.

#	Case Event	Task(s)	Expected Outcome		Function
13	**FILING AND FEES** 09/14/01				
	Plaintiffs file a motion to amend complaint by plaintiffs amending prayer to $30,000	Enter motion to amend by plaintiffs amending prayer to $30,000	Display that motion is applied to all parties	1.3.2	Associate the filing of a single motion to multiple parties.
	Operator calendars motion for hearing on 9/21/01				
	Collect and process motion fee of $23.00	Calculate and enter fees information.	Display fee information.	1.4.2	Calculate, in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees.
		Distribute fees across fund accounts in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850	Display distribution information.	1.4.3	Distribute across fund accounts in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees.
				1.4.5	Track: A. Fees.

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14	**ATTY. HISTORY** 09/18/01 Plaintiff Debbie Ruhl of Ruhl Associates Inc. substitutes attorney replacing John Jones with Marla Jones-Treat.	Retrieve attorney information using last name and associate attorney to plaintiff Debbie Ruhl of Ruhl Associates Inc.	Display attorney history information for the party in the case.	2.4.4	Allow for maintenance of a history of attorneys representing a party in a case.
15	**FLAGS** 09/19/01 Defendant Donny Church's attorney Marla Jones-Treat informs court that her defendant needs an ASL (American Sign Language) / ADA (American Disabilities Act) interpreter as he is hearing impaired	Enter flag with description of special need for Defendant Donny Church II	Display flag and description. Display flags on calendars for court staff and courtroom screens.	4.1.6	A. Allow operator to set an indicator or flag with description of special need, for a party which requires: a. An interpreter; b. Accommodation for persons with disabilities; c. Other special needs. B. Allow for the flags to be displayed on: a. Calendars for court staff only (not for the public), b. User-defined (e.g., courtroom) screens.
16	**COURT EVENTS** 09/20/01 Hearing held on motion to amend complaint. Motion Granted	Enter the order to amend the complaint to $30,000 information.	Display the register of actions.	2.3.9	Generate the Register of Actions.

#	Case Event	Task(s)	Expected Outcome		Function
	Order to amend complaint to $30,000 granted. Therefore, case changed jurisdiction from limited to unlimited.	Enter jurisdiction / reclassification of case information.	Display jurisdiction / reclassification information.	1.2.1	Track jurisdiction
				2.2.7	Enable the reclassification of cases (i.e., change case type).
	Jury trial continued to 10/31/01 and parties notified. Defaulted parties are not notified.	Enter jury trial continuance information and generate notices to appropriate parties and counsel.	Display notices.	4.1.3	Allow an operator to generate: A. A notice to appear to selected parties, B. Other user-defined notices or documents to selected parties.
				4.4.1	A. Generate user-defined notices to appropriate parties and counsel upon: a. Scheduling or rescheduling of a hearing and b. When triggered by related case events. B. Allow user to select case notices by description for the function being executed.
	Hearing was recorded on cassette tape.	Enter audio recording information in compliance with Rule of Court 980.5	Display audio recording information in compliance with Rule of Court 980.5	5.1.7	Enable compliance with Rule of Court 980.5 for audio recording of courtroom procedures.
	Operator enters the defaulted parties status as defaulted.	Retrieve party status information.	Display party status.	2.3.8	Track party status

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17	**JURY TRIAL & EXHIBITS** 10/31/01 Jury trial. Judge James Smith presiding. Clerk: Kathy Wells Reporter: Marshall Peterson	Generate minute order forms.	Display the minute order form.	4.4.2	Generate minute order forms.
	Interpreter for Defendant Donny Church: Martha Haywood, ASL/ADA, Interpreter (Portuguese) for Pat Wald: Anna Mokato Anna Mokato needs a wheel chair.	Enter appearances of judge, clerk, reporter, attorneys, interpreter and parties.	Display the record of appearances.	5.1.1	Track the appearances of: A. Judicial officers; B. Clerks; C. Reporters; D. Interpreters; E. Attorneys; F. Parties.
		Enter or retrieve reporter information: Marshall Peterson, Suite 200, 470 4th St. San Rafael, CA 94023, Certified Shorthand Reporter License Number 037539	Display reporter information.	5.1.2	Track reporter information: A. Name; B. Business address; C. Certified Shorthand Reporter license number.
	Plaintiffs' Attorneys: Trisha Young, Sam Crump, Marla Jones-Treat Defendants' Attorneys: Jill Robinson.	Enter flags for parties with description.	Display flag and description.	4.1.6	A. Allow operator to set an indicator or flag with description of special need, for a party which requires: a. An interpreter; b. Accommodation for persons with disabilities; c. Other special needs.

#	Case Event	Task(s)	Expected Outcome		Function
	Parties: Plaintiffs: Jim Wood Jr., Pat Wald, Debbie Ruhl of Ruhl Associates Inc., Defendants: Jill Robinson, City of San Rafael, Donny Church II,	Enter flag and description information.	Display flag on calendars and court room screens.	4.1.6	B. Allow for the flags to be displayed on: a. Calendars for court staff only (not for the public); b. User-defined (e.g., courtroom) screens.
	Operator enters plaintiffs' exhibit information, with numeric identifiers. Exhibits 1-3 Exhibit 1: Photograph Exhibit 2: Glove Exhibit 3: Baseball bat Exhibit 4: Shoelace Exhibit 5: Melissa E's CD marked for identification and entered into evidence, exhibit 4 returned, exhibit 5 withdrawn. Exhibits 1-3 are later recorded for storage.	Enter the following: Plaintiffs' exhibits 1-3 marked for identification and entered into evidence, exhibit 4 returned and exhibit 5 refused. Exhibits 1-3 are later recorded for storage.	Display the exhibit list information.	6.2.1	Track on exhibit lists, exhibits that are: A. Identified with physical description, B. Marked, C. Returned, D. Received (Admitted/Entered) or Refused, E. Recorded.
		Unique Exhibit ID (generated by application or entered by court staff): Case Number: Party: Plaintiffs Attorneys: Trisha Young, Sam Crump, Marla Jones-Treat. Court Exhibit Identifier: 1 Exhibit type: Photograph Exhibit Description: 6" X 4" black and white photograph printed at A1 Express Photo Location: Exhibit Room, 4th floor, Person holding the exhibit: Exhibit Store Manager, Peter Clarkson	Display exhibit information.	6.2.2	Track data elements for: A. Unique exhibit identifier; B. Case Number; C. Party; D. Attorney; E. Court Exhibit Identifier (Alpha-numeric); F. Exhibit type; G. Exhibit description; H. Location; I. Name of person holding the exhibit (i.e., possession).

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	Operator enters defendants' exhibits information with alpha designations (Note: For the sake of evaluation only the plaintiffs' exhibits need to be entered)	Unique Exhibit ID: Case Number: Party: Plaintiffs Attorneys: Trisha Young, Sam Crump, Marla Jones-Treat. Court Exhibit Identifier: 2 Exhibit type: Glove Exhibit Description: White leather, Callaway, left handed, Medium size, golf glove, Autographed by Shirley Jensen Location: Exhibit Room, 4th floor, Person holding the exhibit: Exhibit Store Manager, Peter Clarkson Unique Exhibit ID: Case Number: Party: Plaintiffs Attorneys: Trisha Young, Sam Crump, Marla Jones-Treat; Exhibit type: Baseball bat Exhibit Description: Hickory bat, autographed by Melissa Johnson Location: Exhibit Room, 4th floor, Person holding the exhibit: Exhibit Store Manager, Peter Clarkson			

#	Case Event	Task(s)	Expected Outcome		Function
	Jury decides verdict in favor of plaintiffs against Jill Robinson, City of San Rafael and Donny Church II in the amount of $30,000 plus costs	Enter jury verdict information. Enter party status as judgment issued.	Display the Register of Actions.	2.3.9	Generate the Register of Actions.
		Enter 'none' for future scheduled hearings. Retrieve outstanding fund balance information.	Display party status.	2.3.8	Track party status.
	No future hearings have been scheduled. Defaulted parties Betty Allen Jones and Alex Sullivan have outstanding fund balances. At the request of Mark Wilson, Jill Robinson's then husband, Court orders the joint financial statement from Pimco Investments, dated 03/05/01, confidential for a period of one year.		Display future scheduled hearing and outstanding fund balances information.	6.1.4	Before closing the case, the application should identify; A. Future scheduled hearings, B. Outstanding fund balances.
	Court also orders Ashley Robinson's, (daughter of Jill Robinson) psychological report, dated 04/01/01, of sealed until further notice. Trial ends in half-a-day and court uses only $280 of the jury ($150) and reporter ($130) fee deposit. Operator refunds balance to Young and Associates Inc.	Enter trust deposit information and retrieve balance information.	Display trust deposit balances.	1.4.1	B. Enable an operator to verify trust deposit balances at the front counter or in the courtroom.

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18	**CONFIDENTIAL AND SEALED RECORDS** 12/03/01				
	Attorney George Williams requests a copy of Mark Wilson, and Jill Robinson's joint financial statement from Pimco Investments, dated 03/05/01, and Ashley Robinson's, psychological report, dated 04/01/01.	Retrieve confidential and sealed status of records.	Display the confidential and sealed status of records.	2.5.4	A. Restrict access to confidential records. B. Restrict access to sealed records.
	Plaintiff Debbie Ruhl requests issuance of writ against defendant Jill Robinson in Alameda County.	Enter writ information.	Display outstanding writ information	2.5.1	Track: A. Outstanding writs; B. Orders.
	Operator Susie Roberts in South County on Terminal 21 collects and process writ fee of $7.00 paid as cash on plaintiff Debbie Ruhl's behalf by Lucy Lou Daley.	Enter payment information.	Display payment method information..	1.4.11	Record any payment method and multiple payment types for each transaction, including cash, check, credit/debit/ATM card, and advance deposit.
19	**DECENTRALIZED CASHIERING** 12/04/01				
	Later, Lucy Lou Daley also requests copy of case file and pays $40 cash for copy fee of $25 for 25 pages. Operator Susie Roberts receives payment at Terminal 15 at South branch.	Override the distribution for court administration.	Display payment method information. Display override capabilities and distribution information.	1.4.4	Allow for distributions to be overridden by an operator with the appropriate security level.

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		Enable acceptance of payment by one operator (Susie Roberts) at different terminals.	Display acceptance of payment by one operator at different terminals.	1.1.1	Allow for the support of a single operator using multiple cash drawers.
		Enable acceptance of payment at one terminal by multiple operators (Susie Roberts and Mark Anderson).	Display acceptance of payment at one terminal by multiple operators	1.1.2	Allow for the support of multiple operators using a single cash drawer.
	Susie Roberts overrides distribution from 100% to the State Trial Court Trust Fund (Acct. No. 51-2049) and distribute 50% for Court Misc. Revenue (Acct. No. 81-7614) for equipment lease and the remainder to the State Trial Court Trust Fund (Acct. No. 51-2049).			7.2.6	Allow an operator with the appropriate security level to void transactions.
	Lucy Lou Daley meets Debbie Ruhl at counter, Terminal 21, at the North Branch and she tells Debbie Ruhl that she has paid the writ fee. Debbie Ruhl insists on paying the writ fee, and pays with a check. Operator Mark Anderson at Terminal 21 at the North branch, tries to void Lucy Lou Daley's cash payment but does not have the security level clearance.	Attempt voiding Lucy Lou Daley's cash payment received earlier. Demonstrate ability to void transaction with appropriate security level.	Display inability to void transaction and voided transaction.	7.2.5	Allow an operator with the appropriate security level to correct financial transactions without deleting them.

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	Operator Susie Roberts voids the transaction and collects payment from Debbie Ruhl.				
	Lucy Lou Daley requests copies of few more pages of copy of case file. She pays $40 cash for copy fee of $25 for 25 pages at Terminal 21 at North branch. Operator Mark Anderson receives payment and enters $35 in error. Anderson has security level to correct error. He enters $40 and returns change of $15.	Accept payment in error. Attempt correction of transaction by operator without appropriate security level. Correct transaction by operator with appropriate security level	Display payment error. Display transaction correction attempt. Display correct transaction.		
	Operator provides receipts to Lucy Lou Daley and Debbie Ruhl.	Generate receipts.	Display receipts.	1.4.13	Generate a receipt showing: A. Unique receipt ID number; B. Case number, if applicable; C. Court location (of payment); D. Date; E. Amount collected; F. Balance/change due to payee; G. Payment type.
		Generate audit trail of transactions.	Display audit trail of transactions.	7.2.7	Maintain a financial transaction audit trail.

#	Case Event	Task(s)	Expected Outcome		Function
20	**RETURNED CHECK AND NSF FEES** 12/21/01				
	Debbie Ruhl's $7 check was returned due to insufficient funds.	Enter and track payee's name for bad checks / dishonored payments.	Display payee status.	7.2.2	A. Track payees of bad checks / dishonored payments.
		Reverse transaction, add NSF fees of $25, and generate notice to payee.	Display reversed transaction, addition of NSF fees, and notice to payee.		B. Enable operator to: a. Reverse transactions; b. Add NSF fees; d. Generate notices to payee.
	Operator enters fee schedule (change abstract fee to $25 and writ fee to $9) for next calendar year, 2002.	Enter fee schedule information in advance of effective dates.	Display fee schedules in advance of effective dates.	7.1.5	A. Allow operator to enter fine and fee schedules in advance of the effective date.
21	**RETURNED CHECK** 12/31/01				
	Plaintiff Debbie Ruhl requests an abstract for defendant Jill Robinson in Sacramento County and pays abstract fee of $23.	Enter payee and payment information.	Display payee status alert.	1.4.12	Alert the operator of payees with 'bad check / dishonored payment' status.
	Operator informs Ruhl of the bad check. Ruhl pays $55 in cash ($7 writ fee, $25 NSF fee and $23 abstract fee). Operator reapplies payment of $7 for the writ fee.	Reapply payment.	Display reapplied payment.	7.2.2	A. Enable operator to c. Reapply payments,
	Operator leaves work without entering the transactions.				

#	Case Event	Task(s)	Expected Outcome		Function
22	01/02/02 Operator enters transactions from 12/31/01.	Retrieve expired fee schedules.	Display expired fee schedules.	7.1.5	B. Retain expired fee schedules.
23	**ARBITRATION WITH A NEW CASE SCENARIO** 06/01/01 Personal Injury Case. Plaintiff: Dudley Johnson Defendant: Sammy Green Prayer - $50,000. Complaint filed May 1, 2000 Answer Filed May 20, 2000 Parties stipulated to arbitration.	Enter parties into arbitration status. Generate a list of prospective arbitrators.	Display list of arbitrators and location information.	3.1.1	A. List prospective arbitrators by: a. Area of expertise, b. Geographic location.
	Operator assigns case to Geri Smith in the North County. But she deals only with Contract issues. Therefore, rejects assignment.	Enter attempted assignment and service information.	Display attempted assignment and service information.		B. Maintain a record of: a. Attempted assignment; b. Service.
24	06/08/01 Operator assigns case to Kevin Kwok who deals with personal injury issues. Operator enters arbitration hearing date of 07/09/01, status conference date of 07/24/01 and completion date (within 90 days of assignment).	Enter arbitrator appointment information and generate notices to parties regarding the appointment.	Display arbitrator appointment information and notices to parties regarding the appointment.	3.1.2	Generate: A. Notices of arbitrator appointment

#	Case Event	Task(s)	Expected Outcome		Function
25	07/09/01 Arbitrator reports that all parties except defendant Green were present at the hearing. Green's attorney was present, but did not know Green's whereabouts. Arbitration rescheduled for 07/24/01 and status conference for 07/31/01	Enter the missed milestone information and generate notice.	Display notice of missed arbitration milestones.	3.1.2	Generate: C. Notices of missed arbitration milestones.
26	08/01/01 Operator receives arbitrator's report and decision. All parties present at arbitration hearing on 07/24/01 and award of $1000 to plaintiff, paid by defendant on 07/31/01 at status conference. Operator generates report regarding the arbitration case for Judge Bell.	Enter case status information. Generate report.	Display arbitration case status. Display report.	3.1.3 3.1.2	Track the status of an arbitration case. Generate B. Report

MISCELLANEOUS CASE EVENTS				
Case Event	**Task(s)**	**Expected Outcome**		**Function**
PARTY AND ATTORNEY RECORDS MANAGEMENT	Retrieve due and overdue events.	Display the due and overdue events.	2.2.2	A. Identify and display a list of cases with due and overdue events; and
	Retrieve the respective case records.	Display the respective case records.		B. Provide access to the respective case records.
	Demonstrate the supervisory override abilities.	Display override abilities: Re-activating cases, deleting cases, resetting or clearing actions in cases, and removing dispositions.	2.2.6	Allow an operator with the appropriate security level to: A. Reactivate closed cases; B. Delete cases; C. Reset or clear actions in a case; D. Reverse errors; E. Remove dispositions
	Search records using fields listed in 2.5.2	Display search capabilities using field listed in 2.5.2. Display search results.	2.5.2	Allow search of records by: A. Case number; B. Party; C. AKA; D. DBA, E. Attorney of record; F. Names beginning with….
	Generate information for consolidated cases, including consolidation status.	Display consolidated cases and their status of consolidation.	2.2.4	A. Consolidate cases.
	Generate information for coordinated cases, including coordination status.	Display coordinated cases and their status of coordination.		B. Indicate consolidation status on the case record of each case involved.

Case Event	Task(s)	Expected Outcome		Function
			2.2.5	A. Coordinate cases. B. Indicate coordination status on the case record of each case involved.
	Generate information for bifurcated cases.	Display bifurcated cases.	2.2.8	Bifurcate cases.
	Retrieve multiple records for the same individual and merge them.	Display merged records.	2.3.6	Provide the ability to merge records when multiple records are discovered for the same individual.
	Retrieve records for the same individual and split them.	Display split records.	2.3.7	Provide the ability to split records when multiple records are discovered for the same individual.
	Retrieve suspended and restored status information of cases.	Display suspended and restored status of cases.	2.2.9	Track cases that are: a. Suspended; b. Restored.
	Attempt activity on a suspended case.	Display warning when activity on a suspended case is attempted.		B. Generate a warning when activity on a suspended case is attempted.

Case Event	Task(s)	Expected Outcome		Function
EXHBIT MANAGEMENT	Demonstrate how the application tracks an exhibit's data elements listed in 7.2.2 I through O.	Display the exhibit's data elements listed in 7.2.2 I through O.	6.2.2	Track an exhibit's data elements for: J. Date(s) of appeal; K. Date(s) of entry of judgment; L Date(s) of final disposition; M. Date(s) of remittitur; N. Date(s) of release; O. Date(s) of destruction; P. Date(s) of Notice of Destruction.
	Retrieve exhibit lists and sort by party, exhibit identifier and exhibit type.	Display exhibit lists sorted by party, exhibit identifier and exhibit type.	6.2.3	A. Enable exhibit lists, to be sorted by: a. Party; b. Exhibit identifier; c. Exhibit type.
	Demonstrate security levels for allowing or preventing modification of exhibit lists.	Display security levels for allowing or preventing modification of exhibit lists.		B. Allow an operator with the appropriate security level to modify exhibit lists.
	Demonstrate the exhibit management facility's capability to Add, Change, Relocate, Return, Destroy exhibits.	Display the exhibit management facility's capability to Add, Change, Relocate, Return, Destroy exhibits.	6.2.4	Include an exhibit management facility to: A. Add; B. Change; C. Relocate; D. Return; E. Destroy exhibits
	Demonstrate the ability to establish criteria for exhibit retention periods.	Display the ability to establish criteria for exhibit retention periods.	6.2.5	Enable the establishment of criteria for exhibit retention periods.

Case Event	Task(s)	Expected Outcome		Function
	Generate the Notice and Order for Destruction forms and Receipts for return of exhibits.	Display the Notice and Order for Destruction forms and Receipts for return of exhibits.	6.2.6	Generate: A. Notice of Destruction; B. Order for Destruction; C. Receipts for return of exhibits.
	Generate Exhibit Inventory report, Chain of Custody report, and Chain of Evidence report.	Display Exhibit Inventory report, Chain of Custody report, and Chain of Evidence report.	6.2.7	Generate exhibit: A. Inventory report; B. Chain of Custody (location and possession) report; C. Chain of Evidence (status) report.
RESOURCE AND CALENDAR MANAGEMENT	Retrieve calendar information with the scheduled and available time slots.	Display calendar information with the scheduled and available time slots.	4.2.1	Display calendar information, including scheduled and available time slots for each day.
	Generate daily, weekly and monthly schedules based on departments.	Display daily, weekly and monthly schedules based on departments.	4.2.2	A. Allow an operator to view schedules by departments in the following formats: a. Daily; b. Weekly; c. Monthly. B. Allow an operator to view schedules by judicial officers in the following formats: a. Daily; b. Weekly; c. Monthly.
	Generate daily, weekly and monthly schedules based on judicial officers. Modify time slots and schedules for departments, judicial officers.	Display daily, weekly and monthly schedules based on judicial officers.		

Case Event	Task(s)	Expected Outcome		Function
	Demonstrate the ability to define calendar contents and formats.	Display time slots and schedules for departments, judicial officers.	4.2.3	Allow operator to modify: A. Department schedules; B. Judicial officer schedules; C. Time slots.
	Demonstrate the ability to support multiple calendar formats and templates.	Display calendar contents and formats. Display multiple calendar formats and templates.	4.3.1	A. Allow operators to define: a. Calendar contents; b. Formats. B. Support multiple calendar: a. Formats; b. Templates.
ACCOUNTING	Establish multiple trust fund accounts. Retrieve trust fund money information, prior to distribution.	Display multiple accounts for fees. Display trust fund moneys prior to distribution.	7.1.1	A. Allow for the establishment of multiple trust fund accounts. B. Track trust fund moneys until they are distributed.
	Establish multiple accounts for fees and fines.	Display multiple accounts for fees and fines.	7.1.2	Allow for the creation of multiple accounts for: A. Fees; B. Fines.
	Incorporate in the application's algorithms, absolute values, relative values, fixed dollars, percentages, prorations, and any combination of the above.	Display for fees, the application's algorithms use of absolute values, relative values, fixed dollars, percentages, prorations, and any combination of the above,.	7.1.3	For fees and fines the application's algorithms must incorporate: A. Absolute values; B. Relative values; C. Fixed dollars; D. Percentages; E. Pro-rations; F. Any combination of the above.

Case Event	Task(s)	Expected Outcome		Function
	Demonstrate that distribution formulas are based on factors like a combination of location and agency; enhancement factors, and special assessments that may affect bail calculation.	Display distribution formulas.	7.1.4	Allow for fine distribution formulas to be predicated upon factors like: A. Combination of location and agency; B. Enhancement factors; C. Special assessments that may affect bail calculation.
	Generate balancing and reconciliation reports. Retrieve data for user-defined deposits.	Display balancing and reconciliation reports. Display data for user-defined deposits.	7.2.1	A. Generate balancing and reconciliation reports on demand. B. Retrieve data for user-defined deposits.
	Retrieve information and generate financial activity reports.	Display financial activity reports.	7.2.5	Allow an operator with the appropriate security level to correct financial transactions without deleting them.
	Retrieve information listed in 9.3.2 A – O and generate report.	Display report with the information required in 9.3.2 A – O.	7.2.6	Allow an operator with the appropriate security level to void transactions without deleting them.
	Generate financial transaction audit trail.	Display financial transaction audit trail.	7.2.7	Maintain a financial transaction audit trail[2].

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[6] A series of documents that traces the movement and location of funds through an accounting system (e.g., receipt, cash collection record, deposit)

Case Event	Task(s)	Expected Outcome		Function
	Display financial activity report for the case Jim Wood v. Jill Robinson et al, with the information for all data fields listed in 9.3.2 A-O, except N.	Display financial activity report with the information for all data fields listed in 9.3.2 A-O, except N.	7.3.1	Generate financial activity reports on demand for any case.
	Retrieve information and generate fiscal and trust fund reports for 03/01/01 to 02/28/02.	Display fiscal and trust fund reports.	7.3.2	Generate a report on demand that displays: A. Case number; B. Party last name; C. Party first name, D. Name of operator; E. Date, F. Time; G. Receipt number; H. Payment type, I. Terminal/till number/device ID, J. Location, K. Operator totals, L. Cash drawer totals, M. Operator voids, N. Fine code for each payment; O. Fee code for each payment.
			7.3.3	Generate reports for user-defined time frames for all fiscal and trust fund accounts indicating: A. Report date range; B. Account numbers; C. Debits; D. Credits; E. Beginning balances; F. Ending Balance; G. Grand totals.

Case Event	Task(s)	Expected Outcome		Function
	Retrieve account receivable information.	Display account receivable information.	7.3.4	A. Track b. Accounts receivables.
	Retrieve account receivable information.	Display report with account receivable information.		B. Generate accounts receivable reports;
	Retrieve write-off payment information.	Display write-off payment reports.		C. Generate write-off payment reports.
	Retrieve information and generate reports of trust deposits by court case number and party name; Jury fee advance accounts by law firm name; and Reporters' fees.	Display reports of trust deposits by court case number and party name; Jury fee advance accounts by law firm name; and Reporters' fees.	7.3.5	Track and generate report of: A. Trust deposits, such as jury deposits, by court case number and party name; B. Jury fee advance accounts by law firm name; and C. Reporters' fees.
	Retrieve unclaimed money information.	Display unclaimed money information.	7.3.7	A. Track unclaimed moneys;
	Generate notices regarding unclaimed moneys.	Display notices regarding unclaimed moneys.		B. Generate notices regarding unclaimed moneys;
	Retrieve information regarding unclaimed moneys transferred to the general fund.	Display information regarding unclaimed moneys transferred to the general fund.		C. Return or transfer the unclaimed moneys to the general fund.
	Retrieve information regarding waived fees for the City of San Rafael that should be recovered.	Display information regarding waived fees that should be recovered.	7.3.8	Track waived fees that should be recovered (e.g., satisfaction of judgment received or judgment granted to government plaintiff).

Case Event	Task(s)	Expected Outcome		Function
REPORTING				
	Generate reports for Interpreter services used; Language translated; and Cases in which interpreters have served.	Display reports for Interpreter services used; Language translated; and Cases in which interpreters have served.	5.1.3	Produce, as specified in Evidence Code 750 – 755, a report of: A. Interpreter services used; B. Language translated; C. Cases in which interpreters have served.
	Generate notices and status reports.	Display notice generation capability, and status reports.	2.2.1	Include an integrated differential case management (DCM) functionality, which is integral (not an add-on or third party component) to the application design. The DCM should: C. Interface with notice generation; D. Display status reports.
CASE FILES STORAGE MANAGEMENT	Retrieve status of cases marked as confidential. Retrieve status of cases marked as sealed.	Display cases marked as confidential. Display cases marked as sealed.	6.1.2	A. Flag cases marked confidential. B. Flag cases marked sealed. Note: Party name or caption derived from party name(s) for such case records should not be displayed to the public.

Case Event	Task(s)	Expected Outcome		Function
	Identify case files or filings for archiving, destruction and purging over the period between 01/01/02 and 12/31/02.	Display reports of case files or filings for archiving, destruction and purging.	6.1.3	Track and produce reports of case files or filings based on administrator-definable retention periods for" A. Archival; B. Destruction; C. Purging.
	Generate Notice of Intent to Destroy Superior Court Records	Display Notice of Intent to Destroy Superior Court records	6.1.4	A. Produce a Notice of Intent to Destroy Superior Court Records in accordance with California Rules of Court.
	Create and update the Index for Destruction of Cases.	Display the Index for Destruction of Cases.		B. Create and update the Index for Destruction of Cases.